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# the north carolina school of science and mathematics



## Student Handbook 1981-82





**THE NORTH CAROLINA SCHOOL  
OF  
SCIENCE AND MATHEMATICS**

**West Club Boulevard and Broad Street  
Durham, North Carolina 27705**

**STUDENT HANDBOOK  
1981-82**







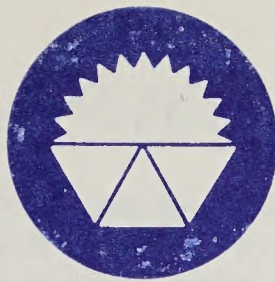
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# the north carolina school of science and mathematics

September 1981

## A Message from the Director:

In its relatively short existence the North Carolina School of Science and Mathematics has shown that it makes a sincere attempt to combine the processes of living and learning. Our successful beginning in creating a living/learning school community has resulted from the cooperation and commitment of everyone associated with the School.

But cooperation and commitment requires communication and understanding. This student handbook is the most important document we have by which students, staff, and parents can develop the basis of understanding of each person's responsibilities to the school community.

Students, I charge you to read the handbook carefully, to know and to live by its contents. You are responsible for doing that!

Staff and faculty, I urge you to continue to look for ways to improve on how we live and learn together, and to seek students' recommendations for such improvement.

Parents, I invite your comments and suggestions as we continue to look for better ways to serve the young people you entrust to our care.

This second year of operation, which will be the year of our first senior class, will bring its share of new challenges. I am confident that we can meet them successfully together. This handbook will be an essential tool to achieve that success.

Sincerely,

Charles R. Eilber  
Director



## ORGANIZATION OF THE NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS

The School is organized under a Board of Trustees as established by the General Assembly of the State of North Carolina. The Board of Trustees sets policies, approves the Budget and appoints the Director of the School. The School cooperates in many ways with the State Department of Public Instruction, but is not under that department.

The Director (Charles Eilber) is the administrative head responsible for all operations of the School. The operations are divided into three broad divisions: (1) Academic Affairs, (2) Student Personnel Services, (3) Operations and Institutional Advancement, with each division headed by an Assistant Director or Dean.

The Assistant Director and Dean for Student Personnel Services (Michael Collins) is responsible for all aspects of student life on campus except the instructional program. Under this Dean are the Offices of Admissions, Counseling and Guidance, Residential Life, Health Services, Physical Activity and Athletics, and Safety and Security.

The Assistant Director for Operations and Institutional Advancement (Borden Mace) is responsible for not only ongoing operations of the School, but planning for future development. This individual's responsibilities include development and public information, food service, buildings and grounds, purchasing, accounting, and personnel services.

The Dean for Academic Affairs is responsible for the instructional program. All matters pertaining to faculty, curriculum, instruction, calendar, and other resources for learning are under this Dean.

### PHILOSOPHY OF STUDENT LIFE

A residential school is a community. Contributions made by those who reside and work in such a setting will ultimately benefit all through creation of a climate which promotes purposeful learning and living. For many students who attend the North Carolina School of Science and Mathematics, this will mark the first time to be away from home and in a new environment for an extended period. This presents an opportunity for a challenge to live with others of similar aspirations and interests, and through community living, contribute to and learn from others the joy of discovery and the stretching of one's limits.

The North Carolina School of Science and Mathematics has established a living and learning environment based on principles of mutual respect and trust. Each student is entrusted with a responsibility to demonstrate respect for the rights of others so that all may profit from the challenges offered by the instructional/residential programs, and to develop a sense of self-discipline that is consistent with the goals of the School. Academic and personal growth that is most rewarding follow directly from students taking responsibility for their education and personal lives.



## INTRODUCTION TO OFFICE OF ACADEMIC AFFAIRS

The Office of Academic Affairs functions as coordinator of the diverse activities which make up the academic program at NCSSM. Appointments with the Academic Dean are scheduled through the Academic Office secretary, and messages for individual teachers may be directed to the faculty mailboxes located in that office. Some of the areas supervised by the Academic Office are described below:

### STUDENT ATTENDANCE

1. All students are required to attend all classes and class-related activities and to do so promptly.
2. All absences are reported by teachers.
3. Absences are checked by Student Personnel Services to determine who has a medically-related absence (excused).
4. Absences that are pre-arranged are cleared by the Academic Affairs Office.

Absences from class will be recorded as excused for the following reasons:

1. Illness or injuries as defined by the School physician that require confinement to a residence room, infirmary, hospital or other designated area.
2. Official or personal off-campus activities approved through the appropriate Dean's office.

Students with excused absences are responsible for arranging with the teachers concerned the nature and condition of make-up work. Students with unexcused absences do not have this opportunity unless the teacher wishes to provide it.

Teachers planning off-campus or special evening activities for students that will require absences from class are requested to give other faculty and staff sufficient advance notice, generally two instructional days, for consultation and planning.

### PROCEDURE FOR UNEXCUSED ABSENCES

Students are to pick up an "Admission to Class" form from the Academic Affairs Office before returning to missed classes. They are not to be admitted without the form.

Teachers will sign the form, indicating their knowledge of the absence(s) and providing opportunity to discuss the absence(s) with the student.

Work missed due to unexcused absences will be the responsibility of the student. The teacher has no obligation to assist. This includes tests.

At the completion of the school day, students are responsible for returning their admission forms to the Academic Office.

Judiciary action for attendance infractions will parallel the phase system indicated in the Student Handbook. All absences apply to the full academic year.



1. One unexcused absence, from any class for any reason, will result in a discussion with the teacher(s) involved.
2. Two unexcused absences will prompt a conference with a representative of the Academic Office. A note will be placed in the student's file and the Dean of Student Personnel Services will be alerted.
3. Three unexcused absences will demand a conference with the Dean of Student Personnel Services. A letter will be sent to the student and his/her parents and a copy will be included in the student's file.
4. More than three unexcused absences will necessitate a judicial hearing. Results of the hearing may include probation, restriction to campus or consideration of withdrawal from NCSSM.

\* \* \* \* \*

Students with questions about their attendance status should consult with:

1. Guidance Counselor for difficulties relating to courses; or,
2. Academic Dean or,
3. Teacher of subject most affected by absence or,
4. Student Personnel Services Dean or,
5. Registrar.

#### PRE-ARRANGED ABSENCES

The School recognizes the fact that there are some occasions when students will need to request to be excused from their scheduled activities. Family emergencies and special needs, in addition to medical appointments, constitute the majority of these requests.

Students should arrange to have their parent or guardian telephone or write the Academic Dean's Office to process such requests. The student will then secure a signed Pre-Arranged Absence form from the Academic Office to take to his teachers and supervisors for their signatures. If the above procedures are followed the student is marked "Absent-Excused" for the time in question.

#### GRADUATION REQUIREMENTS

Students will find specific details listed on the final pages of their course description booklet. The minimum requirements for the Class of 1982 are: four units of English, four units of mathematics, four units of science, two units of social science, two or three units of foreign language dependent on competence upon entry, two units of electives, one and one-half units of physical activity, satisfactory participation in work service and community service, and a passing score on the North Carolina State Competency Test.

The Class of 1983 will be required to meet the above requirements with two additions: demonstration of computer literacy, and completion of one-half a unit in a mentorship or independent study program.



## SCHEDULE CHANGES

The School expects that course registrations reflect careful consideration on the part of students and parents. Much staff time is spent in an effort to satisfy individual student needs. However, there are some occasions when a schedule change is indicated.

Students wishing to change schedules should secure a schedule change form from the Guidance Office, fill it out, and arrange for a consultation with the guidance counselor. If the change is approved, the guidance counselor will sign the change form and notify the appropriate staff and offices. The time limit for such changes will be established by the Academic and Guidance Offices. Students making schedule changes are responsible for all assignments in their new courses from the beginning of the grading period.

## GRADING AND EVALUATION

There will be four quarterly report periods based on a nine weeks grading system. Grades will be reported in letters with the following interpretations:

- A = outstanding achievement
- B = superior, meeting all course requirements
- C = acceptable, minimally meeting requirements of course
- D = unsatisfactory, no NCSSM credit

Copies of each progress report will be given to (a) parents or guardians, (b) students, (c) guidance office, and (d) academic office/registrar's office. Students are the first to receive their reports, which will be distributed to them by their resident advisors for joint examination and consultation.

## STUDENT REVIEW

Periodic review of the progress of selected students is made by a staff committee representing the offices of Student Personnel Services and Academic Affairs. There is also advisory representation from the guidance office, teaching staff, and resident advisors. This review encompasses work and community services as well as performance in both academic and residential areas. A consensus is reached as to student status and needs and communicated to the student in question.

At the close of the school year all students are reviewed on the basis of general citizenship, grades, and work and community service performance. Review Committee findings are submitted to the Director of the School, and invitation to re-enroll for the following academic year is based upon his decisions.

## GUIDED STUDY PROGRAM

The GSP is designed to help the student develop both the specific study skills and the self-discipline necessary for successful achievement in a rigorous academic program.

All incoming juniors are required to participate for the first nine weeks of school. Seniors who ended their junior year with two (2) or more C's are also



required to participate. In addition, any other seniors who wish to participate may do so. Students who receive two (2) or more C's at the end of the first grading period will be required to participate in the program.

The GSP will consist of two hours per night, Monday through Thursday, of supervised study. On one of these nights, a one hour session for instruction in basic study skills will occur. During supervised study hours, students may be released to attend tutoring, visit the library or engage in other academically related activities. No non-academic activities will occur during the time set aside for guided study. Special requests for athletic travel will be pre-arranged between the athletic director and the GSP director.

Absences and tardies will be treated as they are for academic classes.

#### MENTOR GUIDED RESEARCH/STUDY

During the 1981-82 school year participation in the Mentor Program will be limited to seniors and will be voluntary.

In this program students spend three to five hours per week assisting professional researchers in near-by universities or other institutions. Possible fields of student study are science, math, engineering, medicine and computer science.

A careful matching of student interest and participating mentor is made by the faculty coordinator. Student and mentor goals are identified and used for periodic evaluation by all involved in the program.

One half an academic credit will be awarded upon successful completion of the year's work.

#### INDEPENDENT PROJECTS

The dates of March 29 through April 2, 1982, have been reserved for Special Projects Week. During this period all academic classes and assignments are suspended, and students are free to work on projects in their field of interest. A project plan is submitted to the teachers sponsor for prior approval, and student performance is evaluated by the sponsor.

A schedule of mini-courses in areas of demonstrated student interest is also offered during this time.

#### LIBRARY

The library, located on the first floor of the north wing of the Bryan Center, is a quiet place for study, research and reading. It houses a reference and general collection which has been designed to relate specifically to the curriculum of the School. In addition there is collection of periodicals of general interest and A-V materials.



The librarian will provide assistance in locating information in this library and/or through other libraries in the area. Please do not hesitate to ask for help.

Hours that the library will observe will be posted. It will be open most nights during the week and at appropriate times during the weekend.

The library has been created for the benefit of all students and faculty. Each student is expected to fulfill individual responsibility to the policies of the library and adhere to its procedures. These policies include the following:

- Circulating materials are to be checked out properly.
- Reference materials, periodicals and A-V materials will be used in the library.
- To show consideration to other students and because the resources of the library are limited, students are urged to return materials as soon as they are finished with them, but certainly before the materials are overdue.
- Materials are to be respected and left in the best condition for others to use.
- Food, drink or smoking will not be permitted in the library.
- All areas of the library are to be kept quiet in consideration of students who are studying.

The successful operation of the library will depend in large part upon students assuming a responsible attitude toward the use of the materials, equipment, and facilities.

#### STUDENT RESPONSIBILITY FOR INSTRUCTIONAL MATERIALS

All students are responsible for the care and safety of textbooks and other instructional materials issued to them. Any loss or damage should be reported promptly to the appropriate teacher, who will inform the Business Office for subsequent billing of the student.

#### INCLEMENT WEATHER

When inclement and unsafe weather conditions develop on a weekend, students who are away for the weekend are to exercise extreme caution when returning. The decision to return rests with their parents. Students who are delayed returning to school are to contact their Resident Advisors.

When inclement and unsafe weather conditions develop on the day School is dismissed for the weekend, students are urged not to attempt to leave the School. They should call their parents to inform them of a change in travel plans and plan to remain for the weekend.

When faculty are unable to attend classes due to inclement and unsafe weather, students will be alerted via special memo. Announcements will be prominently posted in residence halls, on classroom doors, and in the elevators. Students are to check their classrooms for posted lessons.



## INTRODUCTION TO STUDENT PERSONNEL SERVICES

Student Personnel Services comprise many facets of student life on campus. Coordination of all services is necessary to help assure that a student's adjustment and general welfare are looked after so that he or she can most effectively take part in the challenges and enrichment of the living/learning program of the North Carolina School of Science and Mathematics.

### ADMISSIONS

Admission to NCSSM provides a challenging educational opportunity in a residential public high school setting for selected gifted and talented high school Juniors and Seniors with intense interest and potential for high achievement in science and mathematics. Students are expected to demonstrate a strong desire to learn in this environment and to have the willingness to commit themselves to the idea of total development.

### GUIDANCE COUNSELING

The North Carolina School of Science and Mathematics has a professional staff available to respond to student needs for personal, academic, career guidance and counseling. Structured programming is designed to facilitate the total success of our students by providing guidance in the areas of health, self-awareness, interpersonal relationships, academic skills, decision making, life planning skills and college admissions counseling.

A student is encouraged to meet with his/her counselor at any time.

Parents are encouraged to share information pertinent to their student's growth and to discuss concerns and questions throughout the year with the counselor. Such a supportive relationship between home and school community is essential to the success of the student.

### CAMPUS SAFETY AND SECURITY SERVICES

The safety and security of all persons, facilities and equipment is maintained by a professional staff that is trained and experienced in all facets of their duties. Students are expected to be involved in helping to look after their own welfare and, as part of their residential life programs, will be given instruction in appropriate personal safety and security measures. This department works closely with the Residential Life staff (fire drills, natural disaster, safety inspections of residence halls).

### REGISTRAR

Each student's permanent record is kept in the Registrar's Office. Questions regarding academic credits and records should be directed there. Request forms for transcripts to be sent out from NCSSM should also be obtained from the Registrar's Office.

At the beginning of the academic year, each senior is given an opportunity to review his record with the Registrar. This review serves both as a check for completion of graduation requirements and as a verification of units before release of the transcript.



## HEALTH SERVICES

Attention to student illness and accident will be provided on-campus and at the Duke University Student Health Services and Infirmary, which will provide health coverage for the 1981-82 school year.

All accidents should be immediately reported to the faculty or staff person responsible for sponsoring the class or activity. In the event an accident occurs at other times, it should be reported to the school nurse or the student's Resident Advisor or the Resident Advisor who has the duty for the student's residence hall. Determination will be made to have the student treated on campus, at the Duke University Student Health Services, or at a community medical center.

Illnesses which require the attention of the Director of Student Health Services, Dr. John Nowlin, or his designate, will be assessed at the Duke University Student Health Services (Pickens Building, West Campus). Students requiring infirmary care will stay at the Duke University Infirmary (East Campus).

On-campus clinic hours will be conducted by Dr. Nowlin, Monday-Friday, 7:45-9:00 AM, in the Health Office located in Hill House, First Floor. The Health Office will be staffed by a nurse Monday-Friday until 1:30 PM.

Students are not to keep prescribed medications in rooms without approval of the Health Services Director. Arrangements will be made to secure such medications in a safe place on campus for controlled student use.

All new students must have an annual physical examination, which includes information supplied by the students' parents and the family physician. No new student will be permitted to begin a school year until all required medical information is submitted as requested.

Personnel of the North Carolina School of Science and Mathematics assume the "In Loco Parentis" role for students who are enrolled. Information concerning a minor student's educational status, and including his/her health status, may be shared with parents, or others whose professional affiliation with the School requires such information for the proper discharge of their duties. Information shared will be treated in a professional, confidential manner. Students who have reached the age of eighteen may have access to their files (health and academic records).

## PHYSICAL ACTIVITIES/WELLNESS AND ATHLETICS

Physical Activities/Wellness responsibilities are required of all eleventh grade students two days each week. A concept of student wellness is implicit in the Physical Activity classes. The goals of the PA/Wellness program are two-fold:

1. to present information which will focus on health related fields, and how each area affects the students' physical, social and psychological growth; and
2. to present a program of both vigorous and lifetime activities which will complement the students' development.



Athletics: NCSSM will offer an interscholastic athletic program in the following sports: soccer (girls/boys), tennis (girls/boys), volleyball (girls), cross-country (co-ed), basketball (girls/boys), baseball (boys), softball (girls), and track (co-ed). Students who desire this level of competition are encouraged to contact the Coordinator of PA/Athletics. There is an active intramural sports program for those students who desire a less competitive involvement or whose schedules will not permit time for interscholastic sports.

A physical examination is required of all students who participate in the athletic program.

### COMMUNITY SERVICE

A student community service program provides an opportunity for students of the North Carolina School of Science and Mathematics to be introduced to organizations and members of the Durham community, and to experience a relationship built on service. Permitting students to work with young children, the elderly or ill, as well as to provide service to agencies and organizations, serves to familiarize students with the community in which the School is located, thereby helping to establish an identity with that community. A residential school cannot be an island which isolates its students. Education is best acquired in a setting where participants can translate theory to action. The community service program is one vehicle for establishing the rapport between the School and the surrounding community.

The community service program duties will consist of two and one-half hours weekly for each student. Duties may vary in terms of time commitment each day or in larger blocks of time once or twice a month. Scheduling is dictated by on-campus requirements and will be handled by the Community Service Coordinator. There will be supervision and periodic evaluation of performance which seeks input of the persons being served as well as from the students themselves.

### WORK SERVICE

A student work service program is necessary to maintain the grounds, buildings and various program functions of the North Carolina School of Science and Mathematics. Contributions of time and energy provide not only a financial benefit to the School and ultimately to the students, but also permit a sense of communal involvement which creates a bond between those participating and their environment. Each student is expected to be cooperatively involved in one of many work service duties for five hours each week.

Community needs will continue to be met, however, distinctions will be made between senior and junior student job assignments. Four hours will be performed within a designated area and one hour per week will be spent fulfilling housekeeping duties. Everyone will be issued positions within one of the six major divisions included within the work force. The six divisions are: Academic Support, Administrative Support, Extracurricular Activities, Food Service, Maintenance, Housekeeping, and Supportive Services. Jobs within these divisions will be of two types: 1) One Year Positions (Seniors), and 2) Quarterly Rotating Positions (Juniors).



## STUDENT ACTIVITIES

A comprehensive student activities program will be provided and is designed to complement the strong academic program here at NCSSM. The Residence Life Staff, in conjunction with other members of Student Personnel Services, is responsible for the creation and implementation of the extra-curricular activities program.

SOCIAL-RECREATIONAL-CULTURAL ACTIVITIES: Such activities will include film series, outdoor and camping activities, visiting artists series, off-campus trips to museums, galleries, local sites of interest, parties, etc. Week-end activities will be offered for those students who choose to remain on campus.

WORSHIP SERVICES: Students may attend the worship services of their choice at local churches in the community. Membership in church-related groups is also permitted.

STUDENT GOVERNMENT: Students at NCSSM are actively involved in Student-Government. There are two components to this type of student-initiated and student-run government: Student Council and Dorm Council. (See Student Government section in handbook for the constitutions and by-laws of each).

CLUBS: A variety of clubs will be active on campus for student participation. Club advisors will be faculty, staff members, or carefully chosen volunteers. Clubs will be student-initiated and governed. Each club must submit a charter for official recognition by the School.

PUBLICATIONS: Student-run publications will include a school newspaper, yearbook, and any other publications desired (e.g., photography, a poetry anthology, scientific projects, etc.).

FREE TIME AND PERSONAL EXPENSES: Students are encouraged to discover and enjoy the many different activities available in Durham. Free time will be available for biking, shopping, sightseeing, or movie-going. Off-campus activities will likely require a charge to offset costs. Students are urged to set up a personal bank account at a nearby bank. Students with financial concerns are encouraged to discuss them with the Business Office.

## INTRAMURALS

The philosophy of the Intramural program is to encourage participation by all students and to provide these students with an opportunity to display their physical and mental skills in a friendly and competitive environment. Competition is scheduled for on-campus activities and with teams that are part of the Durham community recreation program. Examples of intramural activities are volleyball, table tennis, billiards, chess, flag football and soccer. Private lessons can be arranged with area professionals and are the financial responsibility of the student.



## HOST FAMILY PROGRAM

Students will be afforded the opportunity to participate in this program where friends of the School and their families will assist students with an orientation to Durham and surrounding communities as well as provide year-long support.

## RESIDENCE LIFE

### A. OVERVIEW

The Residential Life staff consists of the Head of Residential Life and Resident Advisor/Coordinators. It is the responsibility of these individuals to develop and implement programs to assist in the educational, cultural, social, and personal development of students. The Residential Life staff is committed to providing each individual with a total living/learning experience at NCSSM.

Periodically, residence hall meetings and individual meetings are called. Students are expected to attend and are held responsible for any information given at meetings.

### B. FACILITIES

Students are housed in four residential areas for 1981-82. Hill House and Bryan Center will house all male students while females will reside in Wyche House and Beall Pavilion. Senior students have first option on single rooms.

All halls are corridor style with various lounges, study rooms and kitchens available for student use. Students may reserve time to use the kitchens and lounges and are responsible for their contents and care. Students are responsible for all residence hall facilities while they are using them.

Laundry Facilities: there will be a central laundry room available for student use. Washers and dryers are coin-operated. The laundry center is located behind the assembly hall and is open during regular hours.

Kitchen Facility Procedures - NOTE: The kitchens are not substitutes for the regular meal service, but are only for occasional use for preparation of snacks or party refreshments.

1. To reserve the kitchen, a student should contact an RA from that particular building.
2. The student is responsible for taking care of the utensils and cleaning up the kitchen after use.
3. Any student who does not take proper care of the kitchen will lose all kitchen privileges.
4. Students are to provide their own utensils and dinnerware.
5. Storage of food should be kept in the kitchen and not in student rooms.

### USE OF LOUNGES

Lounges are available in each hall for the use of students. They may be used for study or for entertaining visitors. Each residence has a TV lounge and



certain lounges will be designated as smoking areas. Intervisitation is limited to all public and main lounge areas. Students are responsible for keeping these areas clean and orderly.

## STUDY FLOORS

Beall Pavilion and Bryan Center each have a study floor available for students. The purpose of having a residential floor designated as a study floor is to provide students who live there with a quieter, more study-oriented atmosphere in which to live. Students are given the opportunity to sign-up for these floors and are expected to uphold the philosophy a study floor indicates.

## C. COMMUNAL CONSIDERATIONS

Order: Please show consideration for fellow students by leaving lounges and other public areas the way you would like to find them.

Quiet: Consideration of others is important especially late at night and in the early morning hours. Neighbors should be consulted when plans for a party are being made.

Respect: All that is required to make a living environment comfortable is mutual respect for all members of the community.

## D. HOUSING POLICIES AND PROCEDURES

1. Room Assignment Procedures: New students will be assigned rooms during the summer prior to the Fall term. These students receive a "Roommate Questionnaire". Roommates are matched according to similar interests and personal requests. Returning students make their requests during the Spring term.

2. Room Change Procedures: All requests for room changes are to be processed by the Head of Residential Life. Students who change rooms without authorization must return to their originally assigned room. Before a roommate change is made, conference with staff and all parties concerned must be held. Students are expected to make an attempt to work out roommate problems if possible.

3. Room Care Information: In an attempt to provide the student with an adequate living area and to assure that the furniture and appearance of the room will be maintained for future students, the following Room Care Policy will be observed:

- Nails, tacks and screws are not to be used on room walls. Use of these will result in stiff fines.
- Students will not be allowed to paint their rooms during the 1981-82 school year.
- Tape may be used provided it is thoroughly and completely removed when residency terminates. Charges will be made for damages considered excessive.
- Students will be charged the cost of replacement of any missing furniture.
- Homemade lofts will not be permitted.
- Bedframes may not be placed on other room furniture.
- Mattresses are not to be placed on the floor at any time.
- Lounge furniture is not allowed in student rooms.
- All furniture must remain in a student's room for the entire year.



4. Damages and Billing Regulations:

I. Responsible Party

- a. Student Room: Each student is responsible for damages to furniture, etc. in his/her room.
- b. Public Areas: Areas such as lounges, bathrooms, kitchens, hallways and stairwells are considered the responsibility of the residents of that dorm. Dorm residents are therefore responsible for the actions of their guests (other students, visitors, etc.)

II. Billing Procedures

- a. Student Rooms: The occupant(s) of a room will receive a bill for all damages in his/her room.
- b. Public Areas: All residents of a particular dorm will receive a bill for all unaccounted for damages done in that dorm. The entire amount will be divided equally among the number of residents.
- c. Individuals: Any individual responsible for damage to School property will be billed for its repair or replacement. Arrangements will be made for those with financial concerns.
- d. Billing will be done in the following manner:
  - to the individual when damage is discovered;
  - on a semester basis for all-dorm charges;
  - end of School year for student room charges, or at the time when a student vacates a room.

5. Room Inspection Policy: Room Inspection will be conducted in the residence halls twice a week for health and safety reasons. This will be done by the RA staff. It is the Schools's expectation that rooms are to be kept in a clean and orderly condition. Students who do not take responsibility for the care of their rooms will be issued a room inspection report. Failure to respond to this policy will result in judicial action.

In addition to weekly inspections, the Assistant Director and Dean for Student Personnel Services and the Head of Residential Life will make monthly inspections of all residence halls.

6. Room Keys: Each student will receive a key to his/her room. The security of room keys is crucial to student safety. If a room key is lost the following procedures should be followed:

- the student should go to the Residential Life office to see if the key has been turned in.
- if the key appears lost, the student should request a new key from his/her RA.
- a replacement cost of \$5.00 is required in order for the student to receive a new key.

According to State Law, room keys are the property of the State of North Carolina and are not to be duplicated under any circumstances. Violation of this policy will be reported to the judicial system.

7. Storage Facilities: Storage areas are available in each residence hall. These rooms are locked at all times; however, students leave items in storage at their own risk. Materials may be stored by any student as long as space is available.

All items for storage must be:



- clearly labeled with name, date stored and address of student;
- enclosed in a suitcase, trunk or sealed box
- unclaimed items will be removed or thrown away.

Bicycles can be accommodated in designated areas on campus. Bikes should be locked at all times and are the responsibility of the students. Bikes are not to be kept in student rooms.

8. Telephones: Pay phones are available in each residence hall. In addition, each hall has an inter-campus phone for emergency use and for local Durham calls. Each Resident Advisor has a phone that is used for parent conferences and emergencies. Students should arrange for incoming calls on the pay phones when they are in their halls and available.

Private Phones in Room: Students who wish to have private phones installed in their rooms must arrange this directly with General Telephone Company under the following guidelines:

1. Telephone arrangements are made between the parents or guardian of a student and GTE - the School is in no way responsible or to act as an agent in this matter.
  2. Parents or guardians are responsible for all financial aspects including bill payments.
  3. GTE may require a deposit.
  4. Credit references will be required.
  5. Parents must understand that room assignments may be subject to change and that the School is not responsible for any charges or losses incurred as a result of such changes.
9. Mail Delivery: Mail will be delivered Monday-Friday to student mailboxes. Students residing in Hill and Wyche Houses should use the following mailing address:

EXAMPLE: John Doe  
Box #  
Hill House - NCSSM  
1912 W. Club Blvd.  
Durham, N.C. 27705

Students residing in Beall Pavilion and Bryan Center should have mail sent to "Beall Pavilion - NCSSM" at the above address. Pick-up will be available from a city mailbox located outside of Bryan Center. A city Post Office is located at 703 Ninth Street, just a few blocks from School.

10. Lost and Found: Lost and found articles can be claimed from the Head of Residential Life.
11. Pets: It is against regulations for a student or group of students to keep animal pets in any residence hall room, or to allow a pet to enter or be brought into the residence hall or lounges. The pet policy must be enforced because of the sanitation requirements of the local health department.
12. Money: Students will need spending money for personal supplies as well as for social activities - approximately \$10.00 per week. Students are discouraged from having large sums of money in the



residence halls. Parents are asked to send money orders (not cash) through the mail. Students will have the opportunity to open personal checking accounts with local banks upon their arrival on campus.

13. Smoking Areas: The use of tobacco will be allowed only in certain designated areas.

NO smoking areas will include student rooms, academic areas, cafeteria, bathrooms and lounges. Students are to check with their Resident Advisor for the exact location where smoking is permitted.

Parent permission is not necessary; however, we do not encourage smoking or other use of tobacco.

14. Fire Prevention: The School has a fire alarm system in each building and fire drills will occur regularly. Fire alarm pulls and extinguishers are on each hall for your protection and are not to be abused. Using them for pranks will result in a \$25.00 fine to the individual who discharged an extinguisher. In addition, the student will be reported to the judicial system. If a fire is discovered, please follow the regulations posted in each room. Open flames (candles, incense, etc.) are not allowed in student rooms. Canopies across ceilings are also forbidden because of fire safety regulations. Students wishing to hang material (bedspreads, batiks, etc.) on their walls must have it fire-retarded first. Monthly fire drills will occur under the direct supervision of RA and/or instructor.
15. Student Security and Safety: Students are expected to practice personal safety at all times. A list of recommended safety procedures is posted in each room. The School is not responsible for the security of your personal valuables. Students should be reminded to keep their rooms locked at all times.
16. Use of Electrical Appliances: Refrigerators are provided in most halls, so individual refrigerators in student rooms are not allowed. All cooking appliances (toaster ovens, popcorn poppers, etc.) are to be used in the kitchen areas and not in student rooms. Stereos and radios are allowed in student rooms as are hair-dryers and curling irons. Irons should be used in the areas where ironing boards are provided. Each hall will have a TV lounge with a color TV; therefore individual TVs will not be allowed in student rooms.

#### E. IDENTIFICATION CARDS

Students will receive an identification card during the first week of school. This card should be carried by the student at all times. The I.D. card will be used for admission to various events both on and off campus.

#### F. SOCIAL ACTIVITIES IN THE RESIDENCE HALLS

Members of a residence hall are encouraged to participate in hall government: Dorm Council. Each hall may plan activities for its own members or for all campus participation. Parties and other events need the approval of the RA prior to planning.



## G. VISITATION POLICY

Intervisitation is defined as visiting between male and female students. Intervisitation in the residence halls is limited to public lounge areas only. Intervisitation hours coincide with the hours that a residence hall is open, 7 AM to 10:30 PM Sunday through Thursday, and 7 AM to Midnight Friday and Saturday. Violations of this policy will be handled through the judicial system.

The visitation procedures for OFF-CAMPUS VISITORS are as follows:

- All visitors to the campus must register with the Residential Life office, Monday through Friday 8 AM to 5 PM.
- Guests arriving after 5 PM daily and on week-ends must sign in with the RA on duty or Security.
- Visitors are to be accompanied by the individual they are visiting when signing in.
- Visitors will be issued a guest ID that is to be carried with them at all times while on the NCSSM campus.
- All non-overnight visitors must leave campus by 7 PM, Sunday - Thursday evenings.
- A student may have visitors for overnight in his/her residence hall for not more than 2 nights (Friday and Saturday nights only) provided the roommate agrees.
- Overnight visitors of the opposite sex must stay in the appropriate male or female hall.
- Overnight visitors must register with the RA on duty and observe the curfew hour of the students they are visiting.
- All visitors will be expected to observe the School regulations of their host/hostess. Students are held responsible for the actions of their guests and may be charged for damage caused by a guest.
- No visitor will be allowed access to a student's room if the occupants are not present.
- Visitation hours are 3PM - 7PM Monday-Thursday (and all Fridays preceding a Saturday instructional day)
  - 12 Noon - Midnight Friday-Saturday
  - 12 Noon - 7 PM Sunday
- This policy applies to both male and female visitors; visiting in student rooms with the opposite sex is not allowed.



## STANDARDS OF CONDUCT, REGULATIONS, AND THE JUDICIAL SYSTEM

### A. NCSSM STANDARDS OF CONDUCT

Regulations at the North Carolina School of Science and Mathematics are made to help establish a community organizational framework within which students can live comfortably and securely, and concentrate their energy on academic and personal growth. Students are responsible for directing their lives and accepting the consequences of their actions.

Specific rules have been agreed upon by staff responsible for adherence and enforcement. Students are encouraged to share in the responsibility to determine certain rules as well as the governance of life at the School.

Progress Reports: A report written by a student's Resident Advisor evaluating a student's adjustment to the School environment and cooperation with School regulations will be included in the School's comprehensive narrative report to the family each quarter. Reports on Work Service and Community Service progress are also included on a semester basis.

### B. GENERAL SCHOOL REGULATIONS

#### 1. Alcohol Policy

The North Carolina Alcoholic Beverage Control Law makes it unlawful for any person under 18 years of age to purchase, possess, or consume, or for anyone to aid and abet such a person in purchasing, possessing, or consuming any alcoholic beverage. No alcoholic beverages are allowed on campus or at school functions involving students. Violators will be reported to the judicial system; this is an offense that will be subject to a Phase III hearing.

Students 18 years or older have a legal right to the possession and use of beer and wine. However, that right does not extend to the campus or functions of NCSSM. Drunk or disruptive behavior as a result of alcohol consumption will not be tolerated and is subject to judiciary action.

#### 2. Drug Policy

North Carolina State Law for narcotic drug offenses, which specifically includes marijuana, provides, for the first offense, a fine of not more than \$500 or imprisonment for 6 months or both, at the discretion of the court. This is for amounts less than one ounce of marijuana or 1/10 of an ounce of hashish. Possession of hard narcotics such as LSD, heroin, and cocaine is considered a felonious offense and punishable with prison sentences of up to ten years.

The North Carolina School of Science and Mathematics must operate within the requirements of these laws in a cooperative manner with local law enforcement agencies. Students at the School will not be protected by the School from the effect of violating any provisions of these laws.

In order to clarify the position of the School's Administration the following rules concerning drug use and/or possession have been adopted:



a. The possession, use, or transportation of marijuana, narcotic, barbituate, and stimulant drugs without proper medical prescription by students of the North Carolina School of Science and Mathematics whether on or off campus is strictly prohibited.

b. Any student who encourages or supports another student in the use of drugs whether on or off campus shall be considered in violation of rule a above.

Students in violation of either of these two rules will be reported to the judicial system; this is an offense that is subject to a Phase III hearing. Parents or guardians of students discovered to be in violation of these rules shall be notified immediately.

### 3. Dress Code

The dress regulations require that dress shall be in "good taste" and that it be neat, clean and appropriate for the occasion. Casual dress is permitted. It is recognized that definitions vary. Generally, dress and grooming that attract negative or undue attention or infringe on the rights and values of other individuals are not considered in "good taste". Shoes are required in all areas of campus with the exception of the students immediate residential setting. Examples of dress that are inappropriate for classrooms, other instructionally - related areas and the cafeteria are short-shorts and halter/tank tops. Proper dress, which includes coat and tie for boys, will be required for certain School occasions.

Sunbathing: is restricted to the pool area and the area immediately surrounding the pool between Hill and Wyche Houses.

### 4. Sign-In Sign-Out Procedures

Policy: All students will have sign-out cards placed in the racks in their respective residence halls. Students should familiarize themselves with the cards upon entering School so that they may be used properly. Regulations governing the sign-out system are to enable the School to have reasonable knowledge of the whereabouts of the students for whom it is legally responsible at all times. Therefore, the School expects students to go to their stated destinations as soon as is reasonably possible. Changes enroute should be called in to a staff person and noted on the card.

Sign-Out: All students must sign out at any time they plan to leave campus. A staff signature is not required when signing out to places in the Durham community. A staff signature (from RA or Head of Residential Life) is required for the following situations:

- when a student is leaving campus for overnight or the week-end; and
- when a student is leaving campus after the on-campus curfew hour (7 PM).

Sign-In: All students are required to be on campus for sign-in at 7 PM Monday through Thursday, 10 PM Sunday, and by curfew on Friday and Saturday. Sign-in requires that a student check in to his/her hall and change his/her sign-out card and indicate a return to campus. Students are then free to sign-out for the evening on campus until curfew time unless they have been assigned to guided study.



5. Definition of Curfew

Each student should be signed in and present in his/her room at curfew and remain there until the RA makes a check. At curfew or afterwards, he/she may be elsewhere in the residence hall but must leave a note on the door where he/she can be found.

Curfew

Curfew hours: Sunday - Thursday, 10:30 PM

Friday - Saturday, 12:00 Midnight\*

For Friday evenings that are followed by a required Saturday academic schedule, the curfew is 11:00 PM.

Curfew Extensions

a. School Sponsored/Recognized Events: There will be times during the year when students will need to be away from campus or out of the residence halls past curfew. These incidents generally occur as a result of attendance or participation in School-sponsored or School-recognized events. Curfew extensions for such occurrences should be requested by the Dean of the department responsible for the activity. Requests should be made to the Head of Residential Life and accompanied by a complete list of the participating students at least 24 hours prior to the activity. This allows time to notify the Residential Life staff of the students to be excused.

b. Individual Curfew Extensions:

- for special occasions students must receive permission for extended hours from a RA or the Head of Residential Life prior to the time.
- for unforeseen difficulties in returning to campus or emergencies.

c. Procedures if Late for Curfew: If a student finds that he/she will be unable to return to the residence hall in time to meet his/her curfew, he/she should immediately telephone the staff person on duty giving the cause of delay and an estimated time of return. Parents are asked to inform the School if a late return to campus is expected when a student goes home for the week-end. These calls are for information only and are not considered an excuse for a late return to the residence hall after curfew.

Violations of Curfew: Violators will be reported to the judicial system.

\*\* It is the policy of the School to inform parents when a student is over one hour late for curfew. This is not a punitive measure but is done to give information to the parents in case an emergency is involved.

6. Permission to Ride in Cars

No student under 18 years of age is allowed to ride in cars with people other than NCSSM staff or faculty unless he/she has permission from parents. Parents will fill out a form granting that permission and indicating whom they may ride with.

Hitchhiking is not permitted.

7. Overnight Permission

- All students must have the permission of their parents each time they are allowed to leave campus overnight.



- Parents of students may grant overnights or out-of-town permission either by phone, mail, or by personal conversation which will be recorded by the Residential Life staff.
  - There is no "blanket" permission for overnight.
  - Students must sign out each time and have their sign-out card initialed by staff.
  - Overnight permission during the week will not be allowed except under very special circumstances. Parental permission is required.
  - After signing out for overnight a student must leave campus by the regular curfew hour.
  - If a student decides not to go overnight, he/she must inform the RA on duty before curfew and be in at the regular curfew hour.
8. Out-of-Town Permission: All students must have permission from parents and the staff each time they travel outside the city limits of Durham; a student must sign out. Students who fail to do either will be reported to the judicial system. Students must have parental permission if they plan to leave earlier than official closing dates for holidays and extended weekends.
9. Off Limit Places: While the School is under renovation students are not allowed in areas of the campus affected by construction, or otherwise posted as "off-limits". All students under 18 are not allowed in places of business that do not permit minors. Students found in violation of the above will be subject to judicial action.
10. Quiet Hours: Quiet hours will be observed during weekdays from 7 PM to 7 AM and 12 Midnight to 10 AM on week-ends. Floors in each hall may vote in additional quiet hours if desired. Quiet hours provide an environment conducive to study and show respect for others in the community. Excessive noise violations will be subject to judicial action.
11. Morgue Hours: At certain times of the School year, morgue hours will be in effect. This is a period of time when the living quarters of a hall are to maintain an atmosphere of extreme quiet. All radios and stereos in rooms are not to be played at a level that can be heard outside of a student's room. Lounge TVs are to be kept at a low level. Doors to students' rooms are to be closed and visiting should be done in a room, not in hallways or stairwells.
- Students should remember that all residence halls are living/learning centers that contain offices and classrooms as well as residential floors. During the School day there is a need for consideration in keeping the noise level of conversations and stereos down.
12. Firearms, Knives and Dangerous Weapons: Such items are not allowed on the campus at any time. Offenders will be subject to judicial action and may be subject to a Phase III hearing.
13. Fireworks: Explosives or devices containing an explosive or inflammable compound or other devices commonly used and sold as fireworks are prohibited on campus. The School considers the use of fireworks as a dangerous act and violators will be subject to a Phase III hearing. Class projects involving the use of such devices or materials must be under the strict supervision of a faculty member.
14. Vandalism: The following actions will be subject to judicial action resulting in a Phase hearing:



- tampering with telephone, vending machines, laundry facilities, and mailboxes.
- damaging or destroying property in rooms, residence halls, or other School facilities and property.
- theft of State of North Carolina property as well as property of faculty, staff and other students.
- removing, damaging, or destroying official posters, advertisements, or signs on campus.

Students are responsible for their own actions and must pay retribution in cases of damage and/or theft.

15. Automobiles and other motorized vehicles: Students are not allowed access to motorized vehicles at any time while under the jurisdiction of the School. This includes the storage of vehicles in the Durham and immediate community. Transportation for all School activities will be furnished by the School. Students must have special permission from parents to ride in cars of relatives or friends. Local bus schedules and airline flight information is available.
16. Gambling: It is not allowed on campus.
17. Room Entry and Search Policy: A NCSSM student who resides in a residence hall room is due the right to privacy in that room. A student has the right to remain in privacy, secured by a lock system to which he/she and roommate have the only key in circulation during the period of time covered by the School year.

Room Entry: A pass key is used under normal non-emergency conditions at the following times:

- for preventative or corrective maintenance in a residence hall room by authorized School maintenance employees;
- for room inspections by the RA staff or School administration.

Room Search: In cases involving emergency, hazard, the immediate safety of persons, or where there is sufficient reason to suspect violation of campus regulations or criminal law, a room search will be authorized by the Director, the Assistant Director and Dean of Student Personnel Services, or the Head of Residential Life. If a room search is authorized, it will be conducted in the following manner:

1. Effort will be made to locate the student to be present during the search; otherwise a student representative will be present.
2. Two representatives of the School will conduct the search.
3. Those conducting the Search will knock upon the door of the room in question. If they are not admitted, they will enter the room using a pass key, if necessary.
4. If the room is occupied, those entering it will announce the purpose of their visit and indicate that they are going to conduct a room search.
5. If contraband (drugs, alcohol, dangerous weapons, fireworks), items used in a criminal act, or stolen items are found, they will be confiscated and a written receipt will be given to the room's occupant(s) indicating what has been taken and the names of those who have taken it. If there is no one in the room, the same written receipt will be made and left in a prominent, easily visible place. Confiscated items will be turned over to Security. The Head of Residential Life will institute any appropriate disciplinary proceedings.



6. Where local state or federal law enforcement officers present a duly authorized warrant or when such officers have determined that circumstances exist which justify a warrantless search, school officials will allow these officers to conduct a room search. The same notice concerning confiscated property will be given to the room occupants or placed in a prominent place by school officials. A school official will be present during the search unless otherwise ordered by the law enforcement officers.

### STUDENT JUDICIAL SYSTEM

The Student Judicial System is used to determine the status of students who allegedly violate the school policies and guidelines. This system consists of three phases which indicate the disciplinary status of a student. Students may be placed on a phase status by a delegate of the Dean for Student Personnel Services (Head of Residential Life, Resident Advisors).

#### Phase I

Report of an alleged violation is registered with the appropriate office, i.e., Resident Advisor, Head of Residential Life, Assistant Director and Dean for Student Personnel Services, Director of the School. This representative reviews the case and determines the extent of the violation. If circumstances warrant, the representative will meet with the person(s) involved to determine whether Phase I should be initiated. Phase I is a warning in the form of an official written document from the individual initiating the Phase I status. The student has the right to appeal this decision to the Head of Residential Life.

Examples of, but not limited to, Phase I status:

- violation of curfew hours or quiet hours, failure to sign in or out, violation of visitation policy, abuse of kitchen privileges.

Record of Phase I status:

- a student who has been placed on Phase I status will receive a formal letter notifying him/her of this status decision. A copy of this letter will remain in the student's file and will be destroyed at the end of the academic term in which it was written (Fall/Spring).

#### Phase II:

Phase II is a condition of probation and can imply serious consequences regarding a student's status as a member of the school community.

In cases of a more serious nature or if further violations occur after a student is placed on Phase I, the following options are utilized:

1. The student may waive his/her right to a hearing and accept a Phase II status from the Student Personnel Services representative initiating the action.
2. The case may be referred to the Head of Residential Life for a hearing. The hearing would include the student(s), the RA or individual reporting the violation, the Head of Residential Life, and a representative of the Student Personnel Services staff.



Examples of, but not limited to, Phase II status:

- repeated violations, repeat of a Phase I incident or status as a result of a Phase III hearing.

Record of Phase II status:

- a student who has been placed on a Phase II status will receive a letter from the Head of Residential Life. A copy of this letter will remain in the student's file and will be destroyed at the end of the school year.
- any violation that merits a Phase II status decision will be reported to the student's parents.

### Phase III

A Phase III disciplinary hearing is conducted in instances of most serious violation of school rules, regulations or policies. The Hearing Board will consist of:

1. Assistant Director and Dean of Student Personnel Services
2. Dean for Academic Affairs
3. Head of Residential Life
4. A full-time faculty member
4. Another full-time faculty or staff member chosen by the student in a given incident and may be the student's sponsor. This person will be an ad hoc member of the Hearing Board to provide appropriate insight with respect to the student involved, and perspective with respect to the hearing proceedings. (Non-voting)
6. A secretarial (non-voting) person will assist by recording the hearing proceedings.

Every effort will be made to institute the hearing within twenty-four hours following an alleged incident of student violation of regulations or policies. This time frame is subject to the availability of as much data as possible concerning the alleged incident.

The Hearing Board will render a decision based on a simple majority vote.

Record of a Phase III status:

A student who has been placed on Phase III status will receive a formal written notice of the decision. A copy of this letter will be placed in the student's school file for a period recommended by the Hearing Board. The Hearing Board will also recommend the length of time that a student will remain on Phase III probation or suspension. Parents or guardians of the student involved will be informed of the judiciary action.

### Appeals Procedures:

#### Phase I

A Phase I decision, if unacceptable to the student, can be appealed to the Head of Residential Life.



## Phase II

A Phase II decision can be appealed to the Assistant Director and Dean of Student Personnel Services.

## Phase III

A Phase III decision can be appealed to the Director of the School. In an appeal of this kind, the official transcript of the hearing will serve in place of a new hearing. All students will be notified in writing of the appeal decision.

## OTHER SCHOOL SERVICES

### BUSINESS OFFICE

Any student's indebtedness to the School for such matters as damages to the School property or loss of books must be cleared with the Business Office before the end of the term.

### SERVICES

1. Food Service: The School will provide three well-balanced and nutritious meals a day, Monday through Saturday, and two meals (brunch and supper) on Sunday during the school term. Meals are generally served cafeteria style. On special occasions, picnics, buffets or family style meals may be served.
2. Mailboxes: Daily mail service is provided to the students on campus. See Residential Life section for details.

### MAINTENANCE AND HOUSEKEEPING

Students are responsible for keeping their own rooms clean and to assist with cleaning resident hall areas. Any damage to school property or emergency requiring housekeeping personnel should be reported to the nearest Resident Advisor.

### TRANSPORTATION

Transportation to off-campus school related activities will be provided by the School.



## STUDENT GOVERNMENT

### STUDENT COUNCIL CONSTITUTION

#### Article I - Name

This organization shall be called the Student Council of the North Carolina School of Science and Mathematics.

#### Article II - Purposes

The purpose of this organization shall be:

Mission: To promote the development of a living/learning community.

Objectives:

- a. To facilitate the advancement of the overall academic experience
- b. To promote the well-being of the student body
- c. To promote a sense of community throughout the School

Programs:

- a. To function as a communication link between the students and the administration, faculty, and staff
- b. To assist in the management of the School in all areas
- c. To coordinate School activities
- d. To provide student input in the decision making process

#### Article III - Power and Authority

##### Section I

The administration will delegate to the Student Council the necessary power to fulfill the purposes of the Student Council.

##### Section II

The Student Council shall have jurisdiction over any issues that are not directly related to the dormitories. These dormitory related issues shall be handled by the Residence Board or the separate Dorm Councils.

#### Article IV - Organization and Membership

##### Section I

The Student Council shall consist of six representatives from each class and the executive officers, who will be elected from the rising senior class.

##### Section II

Residence Board is a part of the Student Council formed to deal with residential-related problems. Residence Board has a reporting and co-sponsoring function with the Student Council. There will be one member of the Residence Board who is a voting member of the Student Council.

##### Section III

Vacancies in the at-large membership will be filled within ten (10) school days of the vacancy. The election procedure is found in Article VI, Sec. III. The vacancy will be filled by a person from the same class as the person who previously occupied it. Only members of that class will be eligible to run and to vote. If a vacancy occurs in the



Executive Cabinet, all students will be eligible to vote, but only seniors will be eligible to run. The exception is that a vice-president will ascend to the presidency if a vacancy should occur there.

#### Article V - Qualifications for Officers and Members-at-large

##### Section I

The Director and "two" of the School's deans must review each candidate for eligibility. "Two" of these "three" must raise objection in order to constitute ineligibility for candidacy. A decision must be reached within "two" school days.

##### Section II

Any approved member of the rising senior class is eligible to run for an executive office to be held during his or her senior year.

##### Section III

Any approved student is eligible to run for the office of council member-at-large for his or her class.

##### Section IV

Any approved student is required to have a petition signed by 10% of his or her class to be an active candidate.

##### Section V

An officer or other council member may be removed from his or her position for failure to attend meetings, failure to represent his group properly and fairly, failure to carry out his duties, or for any other actions which are detrimental to the welfare of the school. A student may be removed from the council by the administration or by two-thirds vote of the council with the approval of the administration.

#### Article VI - Officers

##### Section I

The executive officers of this organization shall be a President, Vice-President/Secretary, and a Treasurer.

##### Section II

An election committee consisting of 7 students shall be chosen on a first come first served basis. They shall enforce the rules of election stated in this constitution and report the results of the elections to the student body. A committee chairman shall be appointed by the student council. Any students serving on the elections committee are ineligible to run for the student council offices.

- a. The election for executive officers of the following year shall be held the last Wednesday in April.
- b. A student wishing to campaign for an executive office of the student council shall give his or her name and the office for which he or she is running to the election committee or the student council advisor.
- c. There shall be one week of campaigning under the direction and supervision of the election committee. A candidate must receive a majority of the votes cast in order to be elected. If no candidate receives a majority, then the top 2 vote getters will have a run-off election.
- d. The Student Council Advisor and 2 other members of the faculty or staff



will count the ballots.

### Section III - Election and nomination of At-large members

- a. Students running for the council member-at-large must turn in their names and class to the election committee chairman or the student council advisor.
- b. There shall be one week of campaigning for rising Senior members-at-large. Election Day will be held during the "first" full week in May. The "six" people with the highest number of votes shall become members-at-large for the following year. Junior-at-large representatives will be elected the fourth Wednesday of the first quarter after one week of campaigning. These Junior-at-large representatives shall take office immediately.

### Section IV

The executive officers elected in April and the rising Senior members-at-large elected in May shall attend all S.C. meetings as non-voting members until the start of their term.

## Article VII - Duties of Officers and Members

### Section I

Duties of the members-at-large shall be to:

- a. Bring to the council the suggestions of the student body.
- b. Attend all meetings of the student council.
- c. Give appropriate student council reports to the student body periodically.
- d. Attend appropriate committee meetings

### Section II

Duties of the President shall be to:

- a. Preside over the business meetings of the student council.
- b. Appoint chairmen of committees.
- c. Act as chairman of the executive committee.
- d. Serve as chairman of the open meetings with the student body.
- e. Serve as a liaison between the administration and the student body.
- f. Serves in any other capacity that the S.C. deems necessary.

### Section III

Duties of the Vice-President/Secretary shall be to:

- a. Perform the duties of the President during the President's absence.
- b. Serve as chairman of the Constitutional Committee.
- c. Take and post minutes of all official meetings of the student council.
- d. Keep a permanent written record of all proceedings of the council.
- e. Furnish information to the President and advisor concerning action which should be taken by the council or which has been referred to a committee.
- f. Prepare and update S.C. bulletin board.
- g. Publicize all S.C. related activities in the Daily Bulletin, School Calendar, and other appropriate publications.

### Section IV

Duties of the Treasurer shall be to:

- a. Work with the administration in maintaining records of receipts and expenditures of the student council.
- b. Make a financial report at every regular business meeting of the student council.
- c. Serve as Secretary when the Vice-President/Secretary is acting President or when the V.P./Sec. is absent.
- d. Serve as chairperson on the Inter-club Council. (See back page)



## Section V

It shall be the responsibility of the members of S.C. except the presiding officer, to vote on all motions put before the council. The majority shall carry all voting. In the event of a tie, the presiding officer shall vote.

## Article VIII - Standing Committees

### Section I

Committees may be appointed by the S.C. as necessary.

### Section II

An elected member of student council shall be the chairperson of each committee unless otherwise stated.

### Section III

Membership of a S.C. Committee will be open to all students and the selection process will be determined by the Student Council.

## Article IX - Meetings

### Section I

The student council shall meet once a week at a designated time. These meetings are open to anyone for observation, except for under unusual conditions or circumstances.

### Section II

Special meetings may be called as necessary by the president or advisor.

### Section III

The student council shall have open meetings periodically for all students for discussion.

## Article X - Advisor

### Section I

The director shall appoint a member of the faculty to serve as advisor.

### Section II

The term of office of the advisor is left to the discretion of the director.

## Article XI - Adoption and Amendment

### Section I

This constitution shall be ratified by a two-thirds majority vote of the Student Council and a simple majority vote of the student body.

### Section II

Amendments to the constitution may be proposed by any member of the student body, the faculty, or administration. One-third of the student population must sign a petition endorsing a proposed amendment to call a vote on that amendment. Amendments are ratified by a "two-thirds" vote of council and a simple majority of the student body.

### Section III

Proposed amendments must be read to the council at one regular meeting, so that it can be voted on by the council at the following regular meeting.



#### Section IV

The student body can override a council defeat of an amendment by 2/3's vote.

#### Section V

A proposed amendment will be posted throughout the school at least one week before it is voted on by the student body.

#### Article XII - Parliamentary Authority

Roberts Rules of Order shall be the standard parliamentary text of this organization and shall govern all cases not covered in the constitution.

#### Article XIII - By-laws, as needed.

#### EXPLANATION OF THE INTER-CLUB COUNCIL

The purpose of the ICC is to mediate conflict between clubs that arise due to funding, use of facilities, or other club needs. It also has to organize and post monthly calendars including club activities and academic-related activities. Also, the ICC will post the minutes of each meeting in several visible places on campus. It requires each club to submit a charter to the Student Government to be approved, and to assure that recognized clubs uphold school standards. Quarterly, the ICC should review each club recognized as to the achievement of goals specified in the club charter. Also, the ICC will review monthly reports from each club and elect a member to serve on the Calendar Committee.

#### DORM COUNCIL

#### DORM COUNCIL CONSTITUTION

#### Article I - Name

##### Section I

The name of this organization shall be the Dorm Council of the North Carolina School of Science and Mathematics, Durham, North Carolina.

#### Article II - Purposes

##### Section I

The purposes of this organization shall be to: act as a link of communication between residents and administration and between residents of one dorm with those of others; develop attitudes of, and practice in, good citizenship; strive for the betterment of dorm life; promote harmony in dorm and school life; improve school morale; provide a forum for resident expression; promote general welfare of the school; and develop good leadership skills.

#### Article III - Power and Authority

##### Section I

All powers of the Dorm Council are delegated to it by the school administration. The Head of Residential Life has the right to veto any act of the Dorm Council or to revoke any of the powers held by it.



## Article IV - Organization and Membership

### Section I

The Dorm Council shall consist of the following representatives, elected by the residents of the respective floor or residence hall:

Governors  
Lieutenant-Governors  
Representatives-at-Large  
Social Representatives

### Section II

The election of Dorm Council shall take place on the last Thursday of the month of September.

### Section III

Vacancies among Dorm Council shall be filled by elections in the respective floor or residence hall.

### Section IV

The Residence Board shall consist of the Governor and Lieutenant Governor from each floor or residence hall, a Resident Advisor/Tutor, and the Head of Residential Life.

### Section V

One Residence Board member serves on the Student Council with voting privileges, with the purpose of reporting to Student Council the activities of the Dorm Council (and vice versa) and acting as a liaison for co-sponsoring activities with the Student Council. This position shall be filled on a rotating basis determined by the Residence Board.

## Article V - Qualifications For Officers and Members

### Section I

Any student of the North Carolina School of Science and Mathematics is eligible for election to the Dorm Council.

### Section II

All officers and representatives may be removed from his/her position for failure to carry out his/her responsibilities, or partaking in other irresponsible action as deemed appropriate by his/her constituents. A member may be removed by a two-thirds vote of the Dorm Council with approval of the Head of Residential Life, or by the Head of Residential Life.

### Section III

A Dorm Council member should maintain good academic standing.

## Article VI - Officers and Members

### Section I

The officers of this organization shall be Governors and Lieutenant Governors and additional members shall be Social Representatives and Representatives at-Large.

### Section II

Nomination and election for all positions.

- a. An election committee, consisting of returning Dorm Council members and others appointed by the Head of Residential Life, shall publicize rules governing the election each year.



- b. The election shall be held on the last Thursday of the month of September.
- c. Any member of the residence hall is eligible for self-nomination for all positions on the Dorm Council.
- d. Students desiring positions on the Dorm Council must file their names with the chairman of the election committee or the Head of Residential Life eight days prior to the election.
- e. Campaigning by Governors, Lieutenant Governors, and Social Representatives shall be limited to speeches prior to the election. There shall be no campaigning for Representatives-at-Large.
- f. Voting shall be by secret ballot at specified locations.
- g. A Governor, Lieutenant Governor, and Social Representative shall be elected by his/her respective residence hall. A Representative-at-Large shall be elected by his/her respective floor or wing.
- h. A majority of the votes cast shall be required for election of Governor, Lieutenant Governor, and Social Representative. A plurality of the votes cast shall be required for election of Representative-at-Large.
- i. Tallying of votes shall be done by one member of the election committee and a Resident Advisor.
- j. Results of elections will be announced, exact figures will not be announced.
- k. Close results shall be manditorily recounted by the Head of Residential Life.

## Article VII - Duties of Officers and Members

### Section I

#### Duties of Governor

- a. Attend all Residence Board meetings.
- b. Preside at all respective dorm council meetings
- c. Give Residence Board reports to his/her dorm and vice versa.
- d. Be responsible for dorm activities.
- e. Be responsible for polling residents.
- f. Be responsible for calling and presiding over dorm meetings.
- g. Seeing that damages in dorm are reported and fines are collected.
- h. Be responsible for fostering a feeling of community within the dorm.
- i. Assist Resident Advisors .

### Section II

#### Duties of Lieutenant Governor.

- a. Attend all Residence Board meetings
- b. Preside at respective dorm council meetings in the absence of the Governor.
- c. Assist the Governor in giving Residence Board reports to his/her dorm and vice versa.
- d. Be responsible for dorm activities.
- e. Assist the Governor in polling residents.
- f. Be responsible for calling and presiding over dorm meetings in the absence of the Governor.
- g. Assist the Governor in seeing that damages in the dorm are reported and fines collected.
- h. Be responsible for fostering a feeling of community within the dorm.
- i. Act as secretary when and where it is necessary.
- j. Act as treasurer in the dorm whenever funds are to be handled.
- k. Assist Resident Advisors.



### Section III

#### Duties of the Social Representative.

- a. Attend all respective dorm council meetings.
- b. Plan and implement social events and dorm activities.
- c. Co-sponsor/plan events with other dorms or with the Student Activities Board.
- d. Act as a link of communication between the residents and other dorm council members.
- e. Assist Resident Advisors/Tutors.
- f. Organize and generate student support for student activities other than those covered by other student activity groups.

### Section IV

#### Duties of Representative-at-Large

- a. Attend respective dorm council meetings.
- b. Act as a link of communication between the residents and the Governor and Lieutenant Governor.
- c. Provide input for residence hall improvements which are not included under maintenance.
- d. Assist Resident Advisors,
- e. Represent the feelings of his/her constituency.
- f. Assist with dorm activities.

### Article VIII - Meetings

#### Section I

Residence Board shall meet as needed.

#### Section II

Dorm Council members shall meet as needed.

#### Section III

Respective dorm councils shall meet as needed.

#### Section IV

Respective dorm residents shall meet as needed.

### Article IX - Advisor

#### Section I

The Head of Residential Life serves as advisor at Residence Board meetings and at Dorm Council meetings.

#### Section II

The Head of Residential Life has the power of veto on all Dorm Council actions where he/she deems necessary.

### Article X - Adoption and Amendment

#### Section I

This constitution shall be ratified by a two-thirds majority vote of the Dorm Council and a simple majority vote of the student body.

#### Section II

Amendments to this constitution may be proposed by any member of the student body through the submission of a petition to the Residence Board. This petition requires the signatures of twenty-five percent of the student body.



Amendments may be ratified by a two-thirds majority vote of the Residence Board and a simple majority vote of the student body.

### Section III

Proposed amendments must be read to the Residence Board at one meeting, be voted on by the Residence Board at the same or following meeting, and be voted on by the student body within the following week.

## Article XI - By-Laws

### Section I

The Social Representative of each dorm shall be a voting member at Residence Board meetings when deemed necessary.

### Section II

The Head of Residential Life may appoint a Secretary of Residence Board when deemed necessary.



## SCHOOL CALENDAR

1981-1982

## SEPTEMBER 1981

Wednesday	2	Dorm Assistants Report
Friday	4	Student Leaders Report
Sunday	6	New Students Report (Juniors)
Monday	7	Labor Day - 12th Graders Report
Tuesday	8	All-School Orientation
Wednesday	9	Classes Begin. First Semester
Saturday	12 & 26	Saturday Morning Activities

## OCTOBER 1981

Friday	2	Board of Trustees Meeting
Tuesday	6 & 7	Competency Test (Statewide)
Thursday	8	Dismissal end of instructional day
		Extended Weekend (dorms closed)
Friday	9	Progress Reports Mailed
Sunday	11	Students Return by 10:00 P.M.
Monday	19	N.C. College Day (College Awareness 19-24)
Saturday	24	College Day (Juniors and Seniors)
Saturday	31	PSAT/NMSGT (Juniors)

## NOVEMBER 1981

Friday	6	End of First Quarter (teacher workday, afternoon)
Saturday	7	SAT's
Monday	9	Begin Second Quarter
Wednesday	11	Veteran's Day - School in Session
Friday	13	Progress Reports Mailed
Saturday	21	Saturday Morning Activities
Tuesday	24	Dismissal end of instructional day - Thanksgiving
Wednesday	25	Comp day for Sunday 11-29 (teachers and RA's)
Sunday	29	Parent/Teacher Conferences 1-6 P.M.
		Students Return by 10:00 P.M.

## DECEMBER 1981

Saturday	5	Saturday Morning Activities
Friday	18	Dismissal end of instructional day
		Winter Vacation Dec. 18 - Jan. 3 (dorms closed)

## JANUARY 1982

Sunday	3	Students return by 10:00 P.M.
Saturday	9	Saturday Morning Activities
Monday	18	First Semester Exams (18th-22nd)
Friday	22	End of First Semester
		Dismissal end of instructional day
		Extended weekend (dorms closed)
Saturday	23	SAT's
Tuesday	26	Teacher Workday
		Students Return by 10:00 P.M.
Wednesday	27	Begin Second Semester
Friday	29	Progress Reports Mailed
Saturday	30	Saturday Morning Activities

## FEBRUARY 1982

Sunday	7	Parent/Teacher Conferences 1-6 P.M.
Saturday	13 & 27	Saturday Morning Activities



# MARCH 1982

Thursday	4	Dismissal end of instructional day Extended weekend (dorms closed)
Sunday	7	Students return by 10:00 P.M.
Saturday	13 & 27	Saturday Morning Activities
Saturday	27	SAT's
Monday	29	Beginning of Special Projects Week (29th-April 2)

# APRIL 1982

Friday	2	End of Third Quarter Dismissal end of instructional day Spring Vacation (2nd-12th)
Thursday	8	Comp day for 11/11 (teachers and RA's)
Friday	9	Comp day for 2/7 (teachers and RA's)
Monday	12	Students Return by 10:00 P.M.
Tuesday	13	Begin Fourth Quarter
Friday	16	Progress Reports Mailed
Saturday	17	Saturday Morning Activities

# MAY 1982

Saturday	1	SAT's
Saturday	8	Saturday Morning Activities
Monday	17	Advanced Placement Examinations (17th-21st)
Friday	28	Dismissal end of instructional day Extended Weekend (dorms closed)
Monday	31	Memorial Day - Students return by 10:00 P.M.

# JUNE 1982

Monday	7	Final Exams (7th-11th)
Friday	11	Senior Recognition Day
Saturday	12	Commencement
Wednesday	16	Progress Reports Mailed Final day for teachers and RA's







